Bus Operator

Job Description

Qualifications:

1. High school diploma or equivalent.
2. Ability to read, write, and understand written and verbal instructions.
3. Must be at least 21 years of age.
4. Have maintained a good driving record.
5. Must successfully complete the West Virginia School Bus Operator Instructional Program.
6. Holds a valid CDL license.
7. Must qualify for School Bus Operators Certification with the West Virginia Department of Education.
8. Must be certified by a physician to be physically fit to drive a school bus.
9. Must have no physical handicaps that would impair driving ability.
10. Successful completion of basic first-aid course.
11. Ability to work with school-age children, school personnel, and parents.

Immediate Supervisor: Supervisor of Transportation

Duties and Responsibilities:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and/or upgrade skills.
4. Transport students to and from school daily.
5. Daily prepare the bus for safe and functioning operation.
6. Sweep the bus daily. Wash and otherwise clean the bus weekly.
7. Prepare reports such as listing the names and addresses of students riding the bus as requested, discipline reports, etc.
8. Prepare a monthly report for the Supervisor of Transportation summarizing mileage, maintenance, extra-duty trips, gasoline and oil consumption and passengers transported.
9. Perform other job related tasks as assigned by the Supervisor of Transportation.

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Jackson County Board of Education
September, 2012